



NOAA FISHERIES SERVICE

Southwest Fisheries Science Center



Fisheries Resources Division

The Fisheries Resources Division develops the scientific foundation for the conservation and management of marine resources in the California Current and Pan-Pacific Pelagic Ecosystems. We serve the public and contribute information to management organizations and the scientific community.

Administration and Communications Program

The Administration and Communications Program provides administrative, budget, travel, and editorial support to the Fisheries Resources Division Director and 80+ employees. The team works together with the SWFSC Operations and Management staff to ensure the highest level of service.

Program Members



L-R: Russ Vetter (Division Director); Roszella Sanford, Anne Allen (staff); Chuck Oliver (Program Leader).
Not pictured: John Heine (contractor).

Primary Activities

Budget development:

Chuck Oliver takes the lead in developing, managing, and tracking the yearly FRD budget, from creation of the Current Year Operating Plans through year-end close out. He, Anne Allen, and Rose Sanford all track expenditures in the MARS system, and find and correct errors throughout the year.

Contracts and Personnel:

Chuck, with some assistance from Anne, also helps Division staff initiate and track purchase orders and sole source contracts, hire and renew both FTEs and contractors tracks all visitors, volunteers, and students, and interfaces with the Western Region in Seattle.

Travel Coordination:

Rose is the Division's travel coordination expert, using the Travel Manager system to create authorizations and vouchers for the Division's many travelers. She has taken the lead in training Division staff on the new travel regulations and methods associated with

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Primary Activities, Cont.

the updated Travel Manager system. During busy times or when Rose is unavailable, Anne serves as backup.

Conference and Meeting Planning:

Both Rose and Anne are frequently in charge of coordinating Division, domestic, and international meetings and conferences. This involves budget planning, lodging, travel, and catering arrangements, meeting rapporteuring, and editorial support. Frequently coordinated events include: the Tuna Conference, the CalCOFI Conference, the Trilateral Sardine Forum, the International Scientific Committee for Tuna and Tuna-Like Species in the North Pacific Ocean (ISC), STAR panels, and this year, the International Council for the Exploration of the Sea (ICES) meeting.

Editorial Support:

Anne is the main source of editorial support for the Division, coordinating, writing, and/or editing a broad variety of reports, fact sheets, and briefs. FRD staff members submit input yearly to the CalCOFI Committee Report, Director's Report to the Tuna Conference, and Groundfish Technical Subcommittee Report. Other activities include updating the Division's Five Year Research Plans, and writing the meeting proceedings of the Trilateral Sardine Forum.

Outreach and Website Activities:

Anne is a member of both the SWFSC web team and the SWFSC Outreach Committee. She works with the Program Leaders to develop and update the Division's website content. In addition, she represents the SWFSC by helping coordinate and participating in multiple outreach activities throughout the year, e.g., NOAA West, San Diego Chem Expo, Day at the Docks, and the San Diego Science Festival.

Administrative Support to Assistant Center Director:

Rose handles all administrative support for the Assistant Center Director Gary Sakagawa, including travel coordination, PowerPoint development, document editing, and meeting and conference planning. Gary Sakagawa has multiple international commitments and is currently the Chairman of the International Scientific Committee for Tuna and Tuna-like Species in the North Pacific Ocean (ISC), which has 7 member countries and 5 observing members. The ISC working groups meet 10-12 times per year in addition to the Plenary meeting, which Rose is intimately involved in planning. Gary also is active in the Western and Central Pacific Fisheries Commission, the Northern Committee, the Pacific Fisheries Management Council, and the U.S./Canada Bilateral Agreement.